

## **PUBLIC NOTICE**

Notice is hereby given that the Lake County Department of Job and Family Services (LCDJFS) is seeking proposals from organizations and individuals wishing to provide services funded under Title I of the Workforce Investment Act (WIA) of 1998 (P.L.105-220) and/or other related funds that may become available.

Proposals are being solicited for four activities: Traditional ( In & Out of School) Year Round Youth Programs, Out-of-School (only) Year Round Youth Programs, 2010 Summer Youth Work Experience Program Services and Summer Youth Work Experience Program Payroll Vendor. Proposals shall be for the 2010 summer period and/or for the Program Year period of July 1, 2010 - June 30, 2011. All proposals are subject to actual funding received by LCDJFS from the U.S. Department of Labor and the State of Ohio.

### **Summary of Specifications, Traditional (In-School & Out of School) Year Round Youth Programs**

Programs will serve youth, primarily ages 16 – 21, who are low-income and/or possess a disability, and possess at least one barrier to employment. Programs shall operate year-round and shall offer activities both during the school year and during summer months. Programs shall stress retention in activities until both graduation and transition to employment, higher education, or advanced training are accomplished.

### **Summary of Specifications, Out-of-School (only) Year Round Youth Programs**

Programs will serve youth, primarily ages 16 - 21, which are school dropouts or who have graduated but are basic skills deficient, unemployed, or underemployed. Programs shall stress recruitment, assessment, literacy & numeracy skills, occupational training, job seeking and retention skill training, paid tryout employment, supervision and job coaching, supportive services, and follow-up services.

### **Summary of Specifications, Summer Work Experience Program Operator**

The Program Operator will be responsible for recruiting eligible youth, collecting all eligibility and necessary employment documents, performing pre and post job readiness assessments, and identifying, developing and monitoring worksites for approximately seventy-five (75) youth 16 & 17 years of age and approximately thirty (30) youth ages 18 and over. Program Operator will secure a program site in Painesville City and employ eight (8) staff dedicated to the operation of the program. Timeframe for this activity is June 1, 2010 through August 20, 2010.

### **Summary of Specifications, Summer Work Experience Program Payroll Vendor**

The Payroll Vendor will be the Employer of Record for youth participating in the 2010 Summer Youth Work Experience Program. The Payroll Vendor will perform new hire orientations, maintain employment files, and pay participating youths on a weekly basis. As Employer of Record, the vendor will pay all required mandatory fringes.

Full specifications, including proposal format, are available online at [www.lakelstop.org](http://www.lakelstop.org) . These materials are also available at the LCDJFS offices or by mail. Contact Leslie Ryan at (440) 350-4496 to arrange a pickup or mailing. LCDJFS is not able to provide copies of proposal documents by fax transmission.

A Bidders' Conference to provide technical assistance in the preparation of proposals will be held at 3:00 p.m. Friday, February 19, 2010 at the LCDJFS offices, 177 Main Street, Painesville, Ohio.

Four copies of each completed Request for Proposal must be submitted in sealed packages and received by LCDJFS at 177 Main Street, Painesville, Ohio, no later than 12:00 noon EST Friday, March 5, 2010.

All proposals are subject to actual funding made available for the specified activities and are published based on the terms and conditions as they are known on February 5, 2010.

LCDJFS, the Lake County Workforce Investment Board, and the Lake County Board of Commissioners reserve the right to reject any or all proposals; to waive informalities in RFPs; to increase or decrease or omit any or all items; to award a contract or contracts to the lowest and/or best proposer; to waive or extend proposal deadlines; and/or to negotiate with all qualified sources if in the best interest of LCDJFS and the Lake County Board of Commissioners. All proposals are subject to the WIA Act and Regulations, policies, and funding allocations determined by the U.S. Department of Labor and the State of Ohio Department of Job and Family Services.

LCDJFS, the Lake County Workforce Investment Board, and the Lake County Board of Commissioners adhere to the principles of equal opportunity and nondiscrimination in the selection of providers and awarding of contracts. Auxiliary aids and services are available on request to individuals with disabilities.

You may also access this Public Notice to bidders via the Internet at [www.lakecountyohio.org](http://www.lakecountyohio.org). Click on Public Notice on the left side of the page to link to the Public Notice site. (Publish: News Herald: February 5, 2010)